



# CHARLOTTESVILLE CITY SCHOOLS

TO: Parents Requesting Nonresident Enrollment in Charlottesville City Schools  
Grades K –12 for Returning Students  
FROM: Edward C. Gillaspie, Assistant Superintendent Administrative Services  
RE: Nonresident Enrollment Application Process  
DATE: April, 2016

Enclosed in this packet for nonresident enrollment to the Charlottesville City Schools are: School Board Policy JECC (**Admission of Nonresident Students**), and a **returning** application for enrollment.

The tuition rates for 2016-2017 are listed below:

|               |   |
|---------------|---|
| Grades K - 8  | \$ 1,273 for the first student enrolled from a family<br>\$ 1,042 for each additional student enrolled from the same family |
| Grades 9 - 12 | \$ 1,620 for the first student enrolled from a family<br>\$ 1,389 for each additional student enrolled from same family     |

Applications are to be submitted as follows:

|              |   |
|--------------|---|
| Grades K - 4 | Principal of elementary school to which you are applying  |
| Grades 5 – 6 | Ms. Linda Humphries, Principal<br>Walker Upper Elementary School<br>1564 Dairy Road<br>Charlottesville, VA 22903                  |
| Grades 7 - 8 | Mr. Eric Johnson, Principal<br>Buford Middle School<br>1000 Cherry Avenue<br>Charlottesville, VA 22903                            |
| Grades 9-12  | Mr. Eric Irizarry, c/o Ms. Susan Dietlin<br>Charlottesville High School<br>1400 Melbourne Road<br>Charlottesville, Virginia 22901 |

**Please be reminded that tuition must be paid in full by August 1, 2016.** Thank you for your interest in our school division. If you have any questions, please call my office at 245-2944.



# CHARLOTTESVILLE CITY SCHOOLS

## Application for *Returning* Non-Resident Student Admission School Year 2016-2017

### Student Information

Student's Name \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

Address \_\_\_\_\_  
Street City Zip Code

School Requested: \_\_\_\_\_ Grade for 2016-2017 \_\_\_\_\_

School Currently Attending \_\_\_\_\_ Address \_\_\_\_\_

Do you currently have other children attending Charlottesville Schools on tuition basis? \_\_\_ Yes \_\_\_ No

If yes, please list: (1) Student's Name \_\_\_\_\_ (2) Student's Name \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

### Parent/Guardian Information

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip Code

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Are you employed by the Charlottesville City Schools? \_\_\_ Yes \_\_\_ No

If yes, position \_\_\_\_\_ Work location \_\_\_\_\_

Are you employed by the City of Charlottesville? \_\_\_ Yes \_\_\_ No

If yes, position \_\_\_\_\_ Work location \_\_\_\_\_

I have read the Charlottesville City School Policy JECC, Admission of Non-Resident Students, and I certify the above information to be accurate and complete.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Please submit the completed application to the building- level principal at the school to which you applied. **All applications should be submitted by May 1, 2016 to ensure continued enrollment. Tuition checks should not be submitted with this initial application. Please be reminded that tuition must be paid in full by August 1, 2016.**

Approved by: \_\_\_\_\_  
Principal

Date \_\_\_\_\_

Approved by: \_\_\_\_\_  
Assistant Superintendent

Date \_\_\_\_\_

The Charlottesville City School division is committed to nondiscrimination with regard to sex, gender, race, color, national origin, disability, religion, ancestry, age, marital or veteran's status, physical or mental genetic information, sexual orientation, gender identity or expression, or any classification protected by applicable law. This commitment will prevail in all its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business. The Director of Student Services shall act as the Compliance Office for discrimination suits under Title IX and Section 504 of Rehabilitative Act of 1973. The Compliance officer may be contacted at the Administrative Offices of Charlottesville City Schools, 1562 Dairy Road, Charlottesville, VA 22903. The phone number is (434) 245-2400.

## STUDENT SERVICES

File: JECC

### ADMISSION OF NON-RESIDENT STUDENTS

In order to increase student enrollment and enhance utilization of school facilities, the Board will consider, when conditions so permit, the admission of students who are not legal residents of the City of Charlottesville. The enrollment of students from districts other than Charlottesville is not mandatory and will be considered only when a prospective student meets in full the admission standards for all students set by the Commonwealth of Virginia and the Board, and there is sufficient room to accommodate the student in the grade of the school requested without additional material costs to the division.

#### A. No Child Left Behind (Elementary and Secondary Education Act)

Federal No Child Left Behind (Elementary and Secondary Education Act) mandates shall supersede Board policies or regulations related to the admission of non-resident students into the Charlottesville City Schools. City residents who exercise their option of school choice due to NCLB mandates will be given priority over non-city residents for placement.

#### B. Request for Admission

Application for non-resident students shall be available after March 1 and will be located on our Charlottesville City Schools' website, at any of our schools and at the Central Administration Office. Once the application is completed, submit it to the principal of the school for approval who will then forward to the office of the Assistant Superintendent for Administrative Services. A request for admission as a non-resident student may be approved only when approval does not exceed the optimum student capacity, as determined by the superintendent, of the grade and school requested. Preference for consideration shall be given in the following priority order to:

- 1 city residents
- 2 children of school division employees
- 3 children of City employees
- 4 students who were in attendance on a tuition basis the previous year
- 5 siblings of students who were in attendance on a tuition basis the previous year
- 6 students who were resident students of the school the previous year, moved outside the city during the course of the previous school year, and wish to remain in attendance in the school on a tuition basis.

If applications received exceed the number of non-resident students who can be admitted under Board guidelines, requests will be considered and processed on the basis of the previously stated order of preference, and the initial submission date of the applications. A waiting list, if necessary, shall be established. The decision to approve or reject an application shall be made by the Assistant Superintendent for Administrative Services after consultation with the principal. The Assistant Superintendent for

## STUDENT SERVICES

File: JECC

Page 2

Administrative Services shall, in a timely manner, provide an applicant with written notification of the approval or denial of a request.

Approval for admission as a non-resident student is valid only for the school year in which it is issued, and a parent/guardian must apply in writing each school year for consideration. Falsification of any information stated on a request will be cause for immediate revocation of permission to attend as a non-resident student, and withdrawal of the student. No further applications shall be considered.

Approval for admission as a non-resident student can be revoked by the superintendent or his/her designee with written notification to the parent/legal guardian. Reasons for revocation include, but are not limited to, overcrowding, lack of an appropriate educational program, poor attendance, habitual tardiness, failure to provide safe and punctual transportation, Code of Conduct violations, and any action or behavior by the student or parent/legal guardian that is disruptive to and/or interferes with the educational process. In the event permission to attend city schools is withdrawn, the parent shall be entitled to a pro-rated refund of any tuition, charges, or fees paid. Termination of enrollment of a non-resident student may be made unilaterally by school authorities with no right to a hearing or any other appeal process by the non-resident parent or student.

When a person's custodial parent has been deployed outside the United States as a member of the Virginia National Guard or as a member of the United States Armed Forces and such person's custodial parent has executed a Special Power of Attorney under Title 10, United States Code, § 1044b providing for the care of the person of school age by an individual who is defined as a parent in Va. Code § 22.1-1 during the time of his deployment outside the United States. The person of school age shall be allowed to attend a school in the school division in which the individual providing for his/her care, pursuant to the Special Power of Attorney resides. Furthermore, when practicable, such persons of school age may continue to attend school in the Virginia school division they attended immediately prior to the deployment and shall not be charged tuition for attending such division.

### C. Tuition Fees

Tuition fees shall be charged to non-residents other than those employed by the Charlottesville City School Division and the City of Charlottesville. A resident student who changes residence during the school year to a location outside the city of Charlottesville or children of Charlottesville City employees who leave employment with Charlottesville City during the school year may be permitted to complete the school year at no tuition in the school he/she originally attended with the approval of the Assistant Superintendent for Administrative Services and principal. Transportation to and from

## STUDENT SERVICES

File: JECC

Page 3

school will be the responsibility of the parent/guardian. Tuition fees shall be established by the School Board in advance of each school year and shall be paid in full on or before the first day of a student's enrollment in the school division. In setting annual tuition fees, the Board will take into consideration the prior year's consumer price.index. Course or material fees normally charged city students will be applicable as well to non-resident students. Should a student's program change during the school year, parents shall be responsible for paying any additional tuition, charges, and fees associated with the new program.

Approved: April 15, 2004  
Revised: February 3, 2005  
Revised: February 15, 2007  
Revised: September 20, 2007  
Reviewed: June 19, 2008  
Revised: April 15, 2010  
Revised: July 5, 2012

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Legal References: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-3, 22.1-3.1, 22.1-3.2, 22.1-3.4, 22.1-5, 22.1-200.1, 22.1-255, 22.1-260, 22.1-270, 22.1-271.2, 22.1-276.01, 22.1-277, 22.1-277.2, 22.1-288.2, 32.1-46, 63.2-900 and 63.2-1200